



USAID
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DEMOCRATIC REPUBLIC OF THE CONGO

Reference No.: AID-16-05

Position/Salary Range: Acquisition and Assistance Assistant (Close-out): FSN-6
Additional benefits include allowances for Housing, Transportation, Meals, Family, and Miscellaneous; 13th and 14th month bonuses; annual and sick leave and medical coverage

Open To: All DRC citizens

Location: USAID/Democratic Republic of Congo
Kinshasa, DRC

Opening: October 21, 2016

Closing: November 10, 2016

Work Hours: Full-Time; 40 hours/week

USAID/Democratic Republic of the Congo (DRC), an equal opportunity employer, seeks applicants for the above position.

Completion of a Post-secondary qualification in Business, Public Administration, Social Sciences, or Liberal Arts is required and fluency in English and French (Level IV) both in oral and written communication is a requirement for this position.

Basic Function of Position:

As part of the USAID/Democratic Republic of Congo Office of Acquisition and Assistance (OAA), incumbent will be responsible for the execution of critical Acquisition and Assistance (A&A) functions related to close-outs, cost/price analysis and general procurement support. Incumbent will report to and be under the direct supervision of the Director, Office of Acquisition and Assistance (OAA). Incumbent's duties will focus on the following areas: 80% Award Closeout; 20% Operations Support.

Major Duties and Responsibilities:

AWARD CLOSEOUT (80% of time):

Responsible for the basic steps needed for the administrative closeout of physically completed A&A instruments, collectively referred to as "awards". Award Closeout Responsibilities include supporting compliance with all terms and conditions in the award during the closeout process, including any applicable regulations and required procedures, including the following: FAR 4.804 – Closeout of contract files; FAR 42.708 -Quick Closeout Procedures; OMB Circular A-110 – Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, Subpart D.71; and 22 CFR 226.71-73. These responsibilities and functions include but are not limited to:

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Mobil Building
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Gare Centrale / Gombe / Kinshasa
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1. Working with Contracting Officer/Agreement Officer (CO/AO) to issue the award completion statement.
2. Working with Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) to ensure certification that all supplies or services for a specific award have been received. This includes the delivery of all required reports, the proper disposition of property, and any other award requirements.
3. Verifying, with the COR/AOR's assistance, the financial status of the award and assisting with the COR/AOR coordination with the CO/AO to de-obligate excess funds as soon as they are identified.
4. Liaising with the paying office, Overhead, Special Costs, and Closeout Team (M/OAA/CAS), and the Contract Audit Management Team, as appropriate. Ensuring that the paying office provides the CO/AO with financial status information; the paying office also de-obligates funds during the closeout of Mission-administered awards. For awards paid under a Letter of Credit, M/CFO/CMP/LOC provides the financial status information. The Contract Audit Management Team (M/OAA/CAS/CAM), the Regional Inspector General (RIG), or another designated office may be the Audit Management Officer for a particular award.
5. Ensuring that the following actions are completed during the last three months of award performance:
 - ☐ Support the CO/AO with the review of the official award files to ensure they include all required documentation (see FAR 4.803, Contents of Contract files).
 - ☐ Verify that the COR has received the demobilization plan (if required under the award and demobilization actions are being followed according to the plan.)
 - ☐ Consult with the CO/AO to follow up on whether the de-obligation of excess residual funds is warranted and subsequently the de-obligation process for these funds, if appropriate (see the De-obligation Guidebook).
6. Supporting the CO/AO with the administrative closeout of an award as soon as possible after physical completion, but no later than three months after physical completion. Focusing on determining whether there are excess funds that can be de-obligated. The CO/AO or his or her designees are responsible for performing the remaining closeout actions for specific instrument types in accordance with the timelines established in FAR 4.804-1 (Note: Although the FAR does not apply to assistance awards, USAID applies the same timelines to assistance awards as a matter of policy). Refer to the ADS document: Guidance on Closeout Procedures for A&A Awards, An Additional Help Document for ADS Chapters 302 and 303.

OPERATIONS SUPPORT (20% of time):

Responsible for supporting overall procurement as required by the Supervisor. Assigned tasks will be coordinated, collaborative and creative to allow for synergies and facilitate knowledge sharing and streamlining towards providing impeccable procurement support. These responsibilities and functions include but are not limited to:

1. Serving as a note taker and transcriber as needed.
 2. Coordinating meeting logistics for internal and external meetings.
 3. Using Microsoft Office Suite software including Excel, Word, PowerPoint and Access to create documents and tracking tools.
 4. Scheduling conference calls, DVCs/VTCs and meetings as needed.
 5. Scanning, printing, photocopying, and emailing documents.
 6. Designing and layout documents and informational and briefing materials as needed.
 7. Conducting surveys and create forms, documentation and templates as needed
 8. Assisting with maintaining calendars and scheduling.
 9. Filing, retrieval, and destruction of records as in accordance with OAA pertinent regulations.
- Providing back-up support to OAA Specialists and Assistants.

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Required Qualifications at the Full Performance Level:

Education:

Post-secondary qualification in Business, Public Administration, Social Sciences, or Liberal Arts is required.

Prior Work Experience:

At least two years of responsible office administrative experience is required.

Language Proficiency:

French: IV Verbal/Written. English IV Verbal/Written.

Knowledge:

No specific knowledge required to begin the work, but will be required to learn and apply relevant regulations in the Federal Acquisition Regulations (FAR), AIDAR, and Code of Federal Regulations (CFR).

Evaluation Criteria and Weights:

1. Education/Weighted 20% based on initial application review;
2. English Language Skills/Weighted 15% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 20% based on application review and interview;
4. Knowledge/Weighted 25% based on written assessment and interview; and
5. Skills and Abilities/Weighted 20% based on written assessment and interview.

How the selection will be made:

The successful candidate will be selected based upon

1. A preliminary review of the applicant's submitted package to establish that minimum educational and English writing fluency requirements are met.
2. Tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate.
3. A personal or telephone interview.
4. Reference checks.

USAID/DRC's Technical Evaluation Committee (TEC) and Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements.

The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**

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Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.**

References will only be solicited for those interviewed applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Selection Memo for review and approval by the Contracting Officer, after which an offer of employment will be made to the successful candidate, and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/DRC.

USAID/DRC reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.

Compensation:

The position will be compensated in accordance with the U.S. Embassy's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

To Apply:

ONLY applicants who meet the minimum educational and fluency in English and French requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.

A complete application package consists of the following:

1. Application for U.S. Federal Employment, [DS-174 - Job Application Form](http://kinshasa.usembassy.gov/opportunities/jobs.html). The form can be found in the US embassy website (<http://kinshasa.usembassy.gov/opportunities/jobs.html>)
2. A cover letter demonstrating how prior experience and/or training address the minimum qualifications and selection criteria,
3. A current resume or curriculum vitae (CV), and
4. Names and contact numbers of three professional references.

Ensure that all communications (including your Cover Letter) include the Announcement Reference Number (**AID-16-05**) and the Title of the Position(s) for which you are applying (**Acquisition and Assistance Assistant**).

Submit the complete application package via email, to usaidthrkinshasa@usaid.gov.

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Failure to comply with these instructions may result in your application being considered “non responsive” and eliminated from further consideration.

Point of Contact:

Sandra Kiyanga: skiyanga@usaid.gov

Only short-listed candidates will be acknowledged.

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under Chief of Mission authority.

Closing date for this position: November 10, 2016.

The U.S. Mission in the Democratic Republic of the Congo provides opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations. Women and members of minority groups are encouraged to apply.

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